



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA), is pleased to announce that it is seeking applicants for funding under the Intellectual Property Crime Enforcement Program. This program furthers the Department's mission by assisting state and local jurisdictions in preventing and reducing crime.

Intellectual Property Crime Enforcement Program FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to state, local, and tribal (federally-recognized Indian tribal governments as determined by the Secretary of the Interior) law enforcement agencies, to include municipal and public education institutions, and prosecutors. Multijurisdictional task forces specific to the enforcement and forensic analysis of confiscated evidence of intellectual property crimes are also eligible.

For the purpose of this solicitation, the following definitions shall apply:

- (A) "law enforcement" shall include state, local, or tribal law enforcement agencies, to include prosecutors in these jurisdictions.
- (B) "intellectual property enforcement" means matters relating to the enforcement of criminal laws protecting copyrights, patents, trademarks, other forms of intellectual property, and trade secrets, both in the United States and abroad, including in particular matters relating to combating counterfeit and infringing goods.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 8.) All applications are due by 11:59 p.m. eastern time on February 10, 2011. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657. The BJA Justice Information Center hours of operation

are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to announcement: BJA-2011-2869

Release date: December 8, 2010

CONTENTS

Overview	4
Deadlines: Registration and Application	4
Eligibility	4
Intellectual Property Crime Enforcement Program—Specific Information	4
Performance Measures	6
Notice of New Post-Award Reporting Requirements	8
How to Apply	8
What an Application Should Include	10
Information to Complete the Application for Federal Assistance (SF-424)	
Program Narrative	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Tribal Authorizing Resolution (if applicable)	
Additional Attachments	
Other Standard Forms	
Selection Criteria	13
Review Process	14
Additional Requirements	14
Application Checklist	16

Intellectual Property Crime Enforcement Program FY 2011 Competitive Grant Announcement (CFDA #16.752)

Overview

The Intellectual Property Crime Enforcement Program, administered by the Bureau of Justice Assistance (BJA), is designed to provide national support and improve the capacity of state, local, and tribal criminal justice systems to address intellectual property criminal enforcement, including prosecution, prevention, training, and technical assistance. This program is generally informed by section 401 of Public Law 110–403, which authorizes the Department to provide funding to support state and local intellectual property crime enforcement efforts.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 pm eastern time on February 10, 2011. Please see the “How to Apply” section, page 8 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on February 10, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on the title page for more information about BJA’s Justice Information Center).

Eligibility

Please refer to the title page for eligibility under this program.

Intellectual Property Crime Enforcement Program—Specific Information

Research has shown that intellectual property crimes are closely related to and support other crimes, including violent crime. A report by the Rand Corporation found that “Counterfeiting is widely used to generate cash for diverse criminal organizations. In the case of DVD film piracy, criminal groups are moving to control the entire supply chain, from manufacture to distribution to street sales, consolidating power over this lucrative black market and building substantial wealth and influence in virtually every region of the globe. Counterfeiting is a threat not only to the global information economy, but also to public safety and national security.”¹

In February 2010, Attorney General Eric Holder announced the formation of the Department of Justice Task Force on Intellectual Property as part of a Department-wide initiative to confront the growing number of intellectual property (IP) crimes. “The rise in intellectual property crime in the United States and abroad threatens not only our public safety but also our economic

¹ Film Piracy, Organized Crime, and Terrorism. The Rand Corporation. 2009.
(www.rand.org/pubs/monographs/MG742/)

wellbeing. The Department of Justice must confront this threat with a strong and coordinated response," said Attorney General Holder. "This Task Force will allow us to identify and implement a multi-faceted strategy with our federal, state and international partners to effectively combat this type of crime." The Task Force, chaired by the Deputy Attorney General, focuses on strengthening efforts to combat intellectual property crimes through close coordination with state and local law enforcement partners as well as international counterparts. It monitors and coordinates overall intellectual property enforcement efforts at the Department, including the links between IP crime and organized crime. The current activities of the Task Force are detailed at www.justice.gov/dag/iptaskforce/. In June 2010, the White House's Office of the U.S. Intellectual Property Enforcement Coordinator (IPEC) released the *2010 Joint Strategic Plan on Intellectual Property Enforcement*. This Strategic Plan identified specific actions the federal government will take to enhance the protection of American intellectual property rights, and can be found at www.whitehouse.gov/omb/intellectualproperty/.

The improved coordination of enforcement efforts among federal, state, and local authorities is a central goal of the Strategic Plan and is of primary importance to the U.S. Department of Justice. As a result, programs under this solicitation must establish and maintain effective collaboration and coordination between state and local law enforcement, including prosecutors, multijurisdictional task forces, and the appropriate federal agencies, specifically local offices of the Federal Bureau of Investigation and the local U.S. Attorney's Offices. The information to be shared must include information about targeting, investigation, analysis, and prosecution of matters involving intellectual property as it relates to violations of state and local criminal statutes. Additionally, proposals that are intended to address, in close coordination with federal law enforcement entities, intellectual property crimes that may be linked to organized crime, as well as intellectual property crime in the areas of theft of trade secrets, health and safety, and commercial online piracy and counterfeiting are of particular interest to the Department.

Use of funds for overtime and other incurred investigatory expenses are allowable. Applicants are strongly encouraged to avoid unsubstantiated requests for equipment purchases. The funds awarded under this solicitation may not be used for land acquisition or construction projects, and may not be used to provide any security enhancements or any equipment to any non-governmental entity that is not engaged in law enforcement or law enforcement support, criminal or juvenile justice, or delinquency prevention.

Program sustainability beyond the grant period must be addressed by every applicant under this program (see Selection Criteria, page 13).

Goals and Objectives

The specific focus of this program is criminal investigation, prosecution, prevention, and education as it relates to intellectual property enforcement. Specifically, this solicitation will fund efforts to:

- Assist state, local, and tribal law enforcement agencies in enforcing criminal laws related to intellectual property crime, including the reimbursement of expenses incurred in performing criminal enforcement operations, such as overtime payments and storage fees for seized evidence.
- Assist state, local, and tribal law enforcement agencies in educating the public to prevent, deter, and identify criminal violations of intellectual property laws.

- Establish or expand existing task forces to include state, local, or tribal law enforcement entities, or both, exclusively to conduct investigations and forensic analyses of evidence and prosecutions in matters involving criminal laws related to intellectual property crime. Agencies are strongly encouraged to consider sustainability options before proposing to create a new task force for intellectual property crime enforcement.
- Assist state, local, and tribal law enforcement officers and prosecutors in acquiring computer and other equipment to conduct investigations and forensic analyses of evidence in matters involving criminal laws related to intellectual property crime.
- Ensure deconfliction of the participating agencies' investigative and enforcement efforts. To this end, in addition to the coordination requirements as stated within this solicitation, agencies are encouraged to consider participating in the Regional Information Sharing Systems (RISS) RISSafe deconfliction system. More information on RISSafe can be found by contacting your regional RISS Center (www.riss.net/).
- Provide training and technical assistance and services in the prevention and enforcement (including prosecution) of intellectual property and closely related crime, including where such crimes are perpetrated via electronic means.

Amount and Length of Awards

Multiple grants of up to \$200,000 are anticipated under this solicitation. The project period for awards under this program shall be 12 months. The project start date should be on or after October 1, 2011.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Budget Information

Match Requirement

There is a no match requirement for this solicitation in FY 2011.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
Assist state, local, and tribal law enforcement agencies in enforcing criminal intellectual property laws.	<p>Percent increase in the number of offenders arrested for violation of intellectual property laws.</p> <p>Percent increase in the number of state intellectual property-related search warrants served.</p> <p>Percent increase in the number of local intellectual property-related search warrants served.</p> <p>Percent increase in the number of intellectual property-related tips/leads received.</p>	<p>Number of offenders arrested for violation of intellectual property laws during the current reporting period.</p> <p>Number of offenders arrested for violation of intellectual property laws during the previous reporting period.</p> <p>Number of state intellectual property-related search warrants served during the current reporting period.</p> <p>Number of state intellectual property-related search warrants served during the previous reporting period.</p> <p>Number of local intellectual property-related search warrants served during the current reporting period.</p> <p>Number of local intellectual property-related search warrants served during the previous reporting period.</p> <p>Number of intellectual property-related tips/leads received during the current reporting period.</p> <p>Number of intellectual property-related tips/leads received during the previous reporting period.</p>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research.” However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Research is subject to applicable DOJ human subjects protections. Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP web site (www.ojp.usdoj.gov/funding/other_requirements.htm).

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsr.gov>. Additional guidance on reporting will be provided in the near future by OJP and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial

assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.752, titled "Economic High-Tech and Cyber Crime Prevention," and the funding opportunity number is BJA-2011-2869.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. The disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact BJA staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJA staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, budget detail worksheet including a budget narrative, or tribal resolution (if applicable) will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Abstract

Applicants should provide an abstract identifying the applicant's name, title of the project, dollar amount requested. The abstract should include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans. The abstract should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 1 page.

3. Program Narrative

The program narrative must respond to the solicitation and Selection Criteria (1-4). The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 10 pages. Please number pages "1 of 10," "2 of 10," etc.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

Further information is available under the Selection Criteria section, page 13.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a

current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in order to satisfy this requirement.

7. Additional Attachments: Project Timeline, Position Descriptions/Resumes, and Letters of Assurances

Attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization; and position descriptions for key positions and resumes for current staff.

Applicants must attach a letter addressed to the BJA Director affirming the required assurances required under this grant program and signed by the Chief Executive of the applying agency. This letter must address the following:

Assurances the state in which the applicant is located has legislation for “intellectual property enforcement” with regard to criminal violations; to mean matters relating to the enforcement of laws protecting copyrights, patents, trademarks, other forms of intellectual property, and trade secrets, both in the United States and abroad, including in particular matters relating to combating counterfeit and infringing goods.

- A. An assessment of the resource needs of the state or local government entity applying for the grant, including information on the need for reimbursements of base salaries and overtime costs, storage fees, and other expenditures to improve the investigation, prevention, or enforcement of laws as described in (A) above; and
- B. A plan for coordinating the programs funded under this solicitation with other federally funded technical assistance and training programs, including directly funded local programs such as the Edward Byrne Memorial Justice Assistance Grant Program authorized by subpart 1 of part E of title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3750 et seq.).

8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP’s funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).

- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 15 percent of the entire score in the application review process.

1. Statement of the Problem (15 percent of 100)

Identify the precise intellectual property crime issue to be addressed by the project. Provide specific data for the jurisdiction(s) in question, including the nature and scope of its/their intellectual property crime problem. Explain the problems associated with or challenges to current enforcement and coordination efforts.

2. Program Design and Implementation (30 percent of 100)

Fully describe how the project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation. Tie intellectual program enforcement activities to goals, objectives, and the performance measures applicable to the project. This section should include a comprehensive discussion of how the applicant will ensure collaboration and coordination among all appropriate state, local, and/or tribal law enforcement parties, including prosecutors, multijurisdictional task forces, and the appropriate federal agencies. Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity.

3. Capabilities/Competencies (25 percent of 100)

Fully describe the applicant's capabilities to implement the intellectual property enforcement project and the competencies of the staff assigned to the project to oversee it. Identify personnel who are critical to the project's successful implementation and discuss their roles, responsibilities, and qualifications. Discuss organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed enforcement project.

4. Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting Data for Performance Measures (20 percent of 100)

Explain how the intellectual property enforcement program's effectiveness will be demonstrated. Describe how performance measure data will be collected and how it will be assessed to measure the impact of proposed efforts. Outline a strategy for sustaining intellectual property rights enforcement initiatives when the federal grant ends.

5. Budget (10 percent of 100)

Provide a comprehensive budget that is complete, allowable, cost-effective, and justified based on the proposed project as described in project narrative. Applicants are strongly encouraged to avoid unsubstantiated purchases and requested equipment must directly

relate to the intellectual property rights enforcement program as prescribed in this announcement.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects

- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Application Checklist

FY 2011 Intellectual Property Crime Enforcement Program

This application checklist has been created to assist in developing an application.

Eligibility

- ☐ State, local, and tribal law enforcement agencies, to include prosecutors
- ☐ The federal request is within allowable limits of up to \$200,000

What an Application Should Include:

- ☐ Application for Federal Assistance (SF-424) (see page 10)
- ☐ Program Abstract (see page 10)
- ☐ Program Narrative* (see page 10)
- ☐ Budget Detail Worksheet* (see page 11)
- ☐ Budget Narrative* (see page 11)
- ☐ Indirect Cost Rate Agreement (if applicable) (see page 11)
- ☐ Tribal Authorizing Resolution* (if applicable) (see page 11)
- ☐ Project Timeline (see page 12)
- ☐ Position Descriptions/Resumes (see page 12)
- ☐ Letters of Assurances (see page 12)
- ☐ Other Standard Forms as applicable (see page 12), including:
 - ☐ Disclosure of Lobbying Activities (if applicable)
 - ☐ Accounting System and Financial Capability Questionnaire (if applicable)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.